

Program C: Archives and Records

Program Authorization: R.S. 25:127; R.S. 44:36, 401-427

PROGRAM DESCRIPTION

The mission of the Archives and Records Program is to ensure the preservation of the historical record of Louisiana via the identification, the collection, maintenance and the presentation of governmental records that document the history and heritage of the state's people and institutions that promotes knowledge and understanding for Louisiana citizens. Specifically, the Archives and Records Program serves as the official state archival repository for all documents judged to have sufficient historical or practical value to warrant preservation by the state; to provide a records management program for various agencies of state government and political subdivisions of the state; to provide access to vital genealogical records. The program provides access to records of births, deaths, and marriages (of citizens born in Louisiana only) in specific parishes and for specific years; the Heritage Center, which offers genealogical information on births, deaths, and marriages extracted from records of 90 countries; and additional genealogical resources and research assistance. The program also offers exhibits on the artistic, social, cultural, political, natural resources, economic resources and heritage of Louisianians. The goal of this program is to increase governmental and historical document collections and preservation, to strengthen records management practices and to provide the public those governmental and historical records which document the history of Louisiana; to provide Louisiana governmental entities services, information, and facilities aimed at strengthening the records management practices; to encourage and to aid in the economical and efficient management of governmental records; and to offer new exhibits and programs designed to showcase historical collections reflecting the social, cultural, and political history of Louisiana. The Archives and Records Program hopes to accomplish its mission in a manner which continually increases the efficiency and quality of its functions. This program has one activity, Archives and Records.

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2000-2001. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

The objectives and performance indicators that appear below are associated with program funding in the Base Executive Budget for FY 2000-01. Specific information on program funding is presented in the financial sections that follow performance tables.

1. (KEY)To protect the integrity of state agency records the program will ensure that at least 25 agencies will file new retention schedules and 20 agencies will update existing schedules.

Strategic Link: Strategic Goal 3: Provide Louisiana governmental entities with services information, and facilities aimed at strengthening the records management practices of governmental entities.

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
K	Number of new retention schedules filed	Not applicable ¹	8	Not applicable ¹	Not applicable ^{1,2}	25	25
S	Number of state agencies without active retention schedules	Not applicable ¹	81	Not applicable ¹	Not applicable ^{1,3}	66	66
K	Number of retention schedules updated	Not applicable ¹	0	Not applicable ¹	Not applicable ^{1,4}	20	20
S	Number of existing retention schedules needing updating	Not applicable ¹	65	Not applicable ¹	Not applicable ^{1,5}	44	44

¹ This indicator was not adopted as a standard in the year indicated.

² The agency anticipates 18 new schedules filed.

³ The agency anticipates 81 agencies without active retention schedules.

⁴ The agency anticipates one retention schedule updated.

⁵ The agency anticipates 64 existing schedules needing updating.

2. (KEY) To complete restorative treatment on 1,440 collection documents requiring restoration.

Strategic Link: Strategic Goal 1: To preserve governmental and historical document collections.

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
K	Number of documents restored	Not applicable ¹	1,249	Not applicable ¹	Not applicable ^{1,2}	1,440	1,440

¹ This indicator was not adopted as a standard in the year indicated.

² The agency anticipates restoring 1,440 documents in FY 1999-2000

3. (KEY) To ensure that at least ninety percent of patrons researching the archives will have to wait no more than five minutes for staff assistance or to use equipment.

Strategic Link: Strategic goal 2: To provide to the public those governmental and historical records which document the history of Louisiana.

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
K	Percentage of patrons not having to wait for staff assistance	Not applicable ¹	Not available	Not applicable ¹	Not applicable ^{1,2}	90%	90%
K	Percentage of patrons not having to wait for equipment	Not applicable ¹	Not available	Not applicable ¹	Not applicable ^{1,2}	90%	90%
S	Number of patrons served ³	27,500	19,669	Not applicable ¹	Not applicable ^{1,4}	20,500	19,500

¹ This indicator was not adopted as a standard in the year indicated.

² The program anticipates 90% of patrons will not have to wait.

³ In the FY 1998-1999 budget this indicator was worded: "Number of visitors to the Archives Research Room."

⁴ The program anticipates 20,000 patrons.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1998-1999	ACT 10 1999- 2000	EXISTING 1999- 2000	CONTINUATION 2000 - 2001	RECOMMENDED 2000 - 2001	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$0	\$0	\$0	\$0	\$0
STATE GENERAL FUND BY:						
Interagency Transfers	326,757	271,005	271,005	216,941	231,941	(39,064)
Fees & Self-gen. Revenues	1,896,301	2,383,881	2,383,881	2,477,349	2,117,054	(266,827)
Statutory Dedications	0	0	0	0	100,000	100,000
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	<u><u>\$2,223,058</u></u>	<u><u>\$2,654,886</u></u>	<u><u>\$2,654,886</u></u>	<u><u>\$2,694,290</u></u>	<u><u>\$2,448,995</u></u>	<u><u>(205,891)</u></u>
EXPENDITURES & REQUEST:						
Salaries	\$1,258,526	\$1,504,983	\$1,504,983	\$1,493,870	\$1,277,151	(\$227,832)
Other Compensation	72,493	67,150	67,150	67,150	37,150	(30,000)
Related Benefits	209,102	266,333	266,333	264,750	216,570	(49,763)
Total Operating Expenses	662,654	781,907	781,907	781,907	772,811	(9,096)
Professional Services	0	24,513	24,513	24,513	24,513	0
Total Other Charges	0	0	0	0	0	0
Total Acq. & Major Repairs	20,283	10,000	10,000	62,100	120,800	110,800
TOTAL EXPENDITURES AND REQUEST	<u><u>\$2,223,058</u></u>	<u><u>\$2,654,886</u></u>	<u><u>\$2,654,886</u></u>	<u><u>\$2,694,290</u></u>	<u><u>\$2,448,995</u></u>	<u><u>(205,891)</u></u>
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	59	59	59	59	44	(15)
Unclassified	2	2	2	2	2	0
TOTAL	<u><u>61</u></u>	<u><u>61</u></u>	<u><u>61</u></u>	<u><u>61</u></u>	<u><u>46</u></u>	<u><u>(15)</u></u>

SOURCE OF FUNDING

This program is funded with Interagency Transfers and Self-generated Revenues and Statutory Dedications. Interagency Transfers are derived from charges to other state agencies for copies of documents and microfilming. The Fees and Self-generated Revenues are derived from charges for other services such as registering trademarks and partnerships, providing certificates of good standing, and providing copies and certified copies of any requested documents. Statutory dedications from the vital records conversion fund related to production of some vital records at the Clerk of Court offices in accordance with Act 12 of the 1999 Louisiana Legislature. (Per R.S. 39.32B. (8), see table below for a listing of expenditures out of each Statutory Dedicated Fund.)

Vital Records Conversion Fund

ACTUAL	ACT 10	EXISTING	CONTINUATION	RECOMMENDED	RECOMMENDED
1998-1999	1999- 2000	1999- 2000	2000 - 2001	2000 - 2001	OVER/(UNDER)
					EXISTING
\$0	\$0	\$0	\$0	\$100,000	\$100,000

ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$2,654,886	61	ACT 10 FISCAL YEAR 1999-2000
			BA-7 TRANSACTIONS:
\$0	\$0	0	None
\$0	\$2,654,886	61	EXISTING OPERATING BUDGET – December 3, 1999
\$0	\$17,465	0	Annualization of FY 1999-2000 Classified State Employees Merit Increase
\$0	\$32,289	0	Classified State Employees Merit Increases for FY 2000-2001
\$0	\$62,100	0	Acquisitions & Major Repairs
\$0	(\$10,000)	0	Non-Recurring Acquisitions & Major Repairs
\$0	\$69,228	0	Salary Base Adjustment
\$0	(\$73,135)	0	Attrition Adjustment
\$0	(\$62,785)	0	Adjustments for 27th Payroll
\$0	\$6,067	0	Other Adjustments - Civil Adjustment for Salary changes
\$0	(\$148,145)	(1)	Other Adjustments - Reductions in Security Position, Operating expenses, and Acquisitions to proper levels
\$0	(\$275,820)	(15)	Other Technical Adjustments - Transfer of positions to the Old State Capital, the proper location
\$0	\$0	0	Net Means Of Financing Substitutions - Correction of Interagency Transfers (\$-39,064) and Fees and Self Generated Revenues for \$39,064 to the proper classification
\$0	\$100,000	0	New And Expanded Adjustments - Funding due to enactment of Act 12 of 1999 relating to Vital Records and the production of copies at the Clerk of Court Offices
\$0	\$76,845	1	New And Expanded Adjustments - Funding provided for additional expenses relating to the Security of the Archives Building
\$0	\$2,448,995	46	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$0	\$2,448,995	46	BASE EXECUTIVE BUDGET FISCAL YEAR 2000-2001

			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$0	\$2,448,995	46	GRAND TOTAL RECOMMENDED

The total means of financing for this program is recommended at 97.8% of the existing operating budget. It represents 92.0% of the total request (\$2,816,482) for this program. Funding at the recommended level represents increases for enactment of Act 12 of the 1999 Legislature relating to Vital Records at the Clerk of Court Offices, offset by reductions of funding and 15 positions being transferred to the Museums and Other Operations Program within the Department, the proper location.

PROFESSIONAL SERVICES

\$24,513 Film and Video, and other required Research

\$24,513 TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

This Program does not have funding for Other Charges for Fiscal Year 2000-2001.

ACQUISITIONS AND MAJOR REPAIRS

\$100,000 Data Processing Equipment relating to Act 1277 and Vital Records at the Clerk of Courts Offices

\$20,800 Microfilm reader Printers

\$120,800 TOTAL ACQUISITIONS AND MAJOR REPAIRS